

CIVIL SITE REVIEW CHECKLIST

Note: Seven to ten days shall be allotted for review by City staff at a minimum other requirements may be necessary to lengthen review time as determined by City Staff. The following are the minimum requirements that will be required on the plans submitted for the Civil Portion:

- Name and address of plan preparer.
- Name of contact person.
- Legal Description and boundary.
- Easements of record.
- Date prepared.
- North arrow and legend.
- Project name and/or number.
- Existing ground elevations in discernible intervals to interpret existing drainage patterns on the site and surrounding areas and utilized benchmark(s). Original drainage plans for development should be listed/addressed.
- Sanitary sewer service locations and sizes, cleanout locations and construction, any manhole locations and construction, and any abandonment and method of abandonment.
- Sanitary service lines will require cleanouts every 100' or manholes every 400'.
- Water service locations and sizes, valve locations, curb stop locations, fire line locations, and any abandonment and method of abandonment.
- All water mains (lines 8" and larger), hydrants, and hydrant leads shall be placed within easements that allow the City of West Fargo access to maintain those water mains/appurtenances. All lines shall be PVC C900 DR18. City of West Fargo shall have ownership of those lines and appurtenances. Plans with mains, etc. shall be submitted to the ND Department of Health for letter of approval and said letter shall be sent to the Building Inspections Department.
- Gate valves shall be placed every 500' minimum along water mains. Water service line shut off valves shall be placed within City easements or right-of-way.
- All mains shall be buried to a depth of 7.5' to top of main. Hydrants shall be placed approximately 10' from curb or edge of roadway. Hydrant nozzles shall be placed 2' above finish grade.
- Multiple hydrants shall not be allowed on dead end lines.
- All water mains and hydrants shall be inspected during installation by the City of West Fargo.
- All existing hydrants within 150' of the site shall be shown.
- Separate irrigation meters are not allowed.
- If performing sidewalk or curb and gutter removal in the City's right-of-way, add the following note: "Replacement of curb and gutter and/or sidewalk shall be done within five working days."
- ADA ramps in the right-of-way shall have truncated dome assemblies installed.
- No concentrated streams of storm water shall be allowed into the City's right-of-way except through underground storm sewers only.
- Separate irrigation meters are not allowed for all sites.
- Storm sewer locations including: pipe lengths and sizes, location of inlets, location of manholes, and methods of tie-ins into existing storm sewer system whether private or within public easements and right-of-ways.
- Proposed detailed drainage plans including spot elevations within the lot, first floor of structure, any spot elevations on perimeter of land boundary to accommodate drainage on adjacent properties if needed.
- Driveway locations and dimensions and any other access control.
- Work within the City right-of-way and easements shall have associated details in the plans that conform to the City of West Fargo Standard Details. Sidewalks, driveways, and underground utilities are some examples.
- Any traffic control shall be shown or commented on within the City right-of-way. Traffic control will be required when work operations disrupt the normal traffic flow of pedestrians and/or vehicles such as lane closures or sidewalk closures.
- If not noted elsewhere, the number of parking stalls required and the number of parking stalls provided shall be listed. Also the building gross square area and open space requirement and provided open space.
- Detailed and dimensioned site plans including setbacks to building and parking lots, and lot dimensions.
- Landscaping plans showing types, sizes, and spacing of trees/shrubs, required buffering, and any corridor overlay district requirements. Also, open space requirements and provided open space shall be shown.
- Notes on the site plans stating the following:
 1. Work within the City right-of-way or easements shall require an Excavation Permit from the City of West Fargo.
 2. Any work on existing City-owned utilities shall require notification to the City by the Contractor 24 hours prior to commencing work.



CITY ENGINEERING DEPARTMENT
1042 14th Avenue East, Suite 101, West Fargo, ND 58078

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Revised

3-01-06

3. If the land boundary denoted on the plans encompasses more than 1 acre, a Notice of Intent to obtain a Storm Water Pollution Control Permit shall be acquired by the Contractor and Owner from the North Dakota State Health Department 7 days prior to construction. This notice of intent shall be provided with the building permit application.
 - o Plans Stamped by Registered Engineer in the State of North Dakota, name and address of plan preparer if other than the primary plan developer.
 - o Note these plans may be done either by hand or generated by computer aided design, must be legible and to scale. Non-conforming plans will be returned to plan preparer for resubmission. Time for review will be initiated when legible plans are accepted by the City Building Inspections Department.